



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: REAL PROPERTY TAX SERVICE ASSISTANT (Provisional* Appointment)

SALARY: \$44,261 - \$56,860 annually

LOCATION: Monroe County Department of Finance

JOB SUMMARY:

This position is responsible for assisting the Director with a variety of duties involving valuation and assessment determinations of real property. The employee performs appraisals on designated parcels of land and conducts field inspections on buildings under construction as mandated in the New York State Real Property Tax Law. The employee reports directly to, and works under the general supervision of, the Director of Real Property Tax Services. Direct supervision may be exercised over clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Four (4) years paid full-time or its part-time equivalent experience in assessment or property tax record keeping, property value determination or real estate brokerage; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of experience as described in (A) above; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: October 31, 2016

Posting Deadline: November 21, 2016

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.